



EMPLOYEE WORK PROFILE/ PERFORMANCE PLAN

State Form 52469 (12-05)

This document is used for individual performance planning at the beginning of the evaluation cycle.

PART I – POSITION IDENTIFICATION INFORMATION

Employee Name:		Supervisor Name:	
Agency:		BU:	
Division:		Section/District:	
Job Title:		Job Code:	PCN:
Working Title (if different from above):			
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt			
Level Indicator: <input type="checkbox"/> Employee <input type="checkbox"/> Professional <input type="checkbox"/> Manager/Supervisor			
Number of Employees Supervised:			
Supervisor's Job Title:		Job Code:	PCN:
Date of Plan:	Evaluation Period: From to		

PART II – PURPOSE OF ORGANIZATION AND POSITION

Organizational Vision, Mission, and/or Objectives:

Division/Function/Facility Vision, Mission, and/or Objectives:

Purpose of Position (*How does this position fit into the Organization/Division/Facility? What does this position contribute to the Organization/Division/Facility objectives?*)

PART III – PERFORMANCE EXPECTATIONS

Use this section to document specific performance expectations for this individual employee for this evaluation cycle.

Rank Expectations in Order of Importance.

Please identify the most important objectives, assignments, and/or responsibilities that this employee will be evaluated on.

For each expectation:

- Clearly state the desired outcome, task or responsibility
- Define standards for how well, how much and how quickly (or completion date)

Performance Expectation #1:

Performance Expectation #2:

Performance Expectation #3:

Performance Expectation #4:

Performance Expectation #5:

Performance Expectation #6:

PART IV – GENERAL FACTORS

Use this section to identify all appropriate General Factors based on position needs.

General Factors are key behaviors & competencies required to successfully perform the work.

PART V – EMPLOYEE DEVELOPMENT PLAN**Education, Experience, Licensure, Certification suggested for career enhancement:****Personal Learning Goals:**

Developmental Objectives (knowledge/skills/abilities needed to reach goals)	Developmental Training/Assignments (OJT Training/details)

PART VI – REVIEW OF JOB SPECIFICATIONS/PERFORMANCE PLAN**Supervisor's Comments:****Name:****Signature:****Date:****Reviewer's Comments:****Name:****Signature:****Date:****Employee's Comments:****Name:****Signature:****Date:**